Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

Training & Professional Development

Grant Application

Winter/Spring 2005

MISSOURI STATE LIBRARY
LSTA TRAINING & PROFESSIONAL DEVELOPMENT GRANT PROGRAM
INFORMATION & GUIDELINES
Winter/Spring 2005

What is this grant program?

The purpose of this program is to provide grants to eligible libraries to develop or enhance the knowledge, skills and talents of library personnel and library trustees.

This grant program allows libraries to contract with a trainer(s) to come to their library and conduct a workshop or series of workshops with library staff or trustees to gain in-depth knowledge on topics focused on a specific need, for a period of one half (1/2) to two (2) days. Workshops may be conducted as a single workshop or may be conducted as a series (2 or 3) of curriculum related workshops. **The program is designed for libraries that do not have local funding available for such an expense**.

How may the grant funds be used?

Awards are to help libraries secure the services of qualified trainers. Examples of training areas include but are not limited to:

- Promoting targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds; to individuals with disabilities; and to people with limited functional literacy or information skills.
- Building and enhancing teamwork within the organization.
- Promoting reading as a shared family activity.
- Improving telephone interactions with patrons.
- Developing reference services for remote users.
- Learning effective question-handling techniques.
- Storytelling.
- Making effective presentations.
- Management and administrative skills, including personnel issues.
- Building good community relations.

Who may apply?

All libraries certified to receive State Aid, and those meeting the definitions of school, academic, and special library and library consortia as defined in the "Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds" are eligible to apply for this grant. See attached "Definitions."

<u>Several libraries may make a joint application in order to maximize cost-effectiveness of the project.</u> **In this case, one library must be designated as the administrator of the grant.**

How to apply?

Before proceeding with the steps below, determine the resources that your library will need in order to provide or utilize what you hope to accomplish from the training you have decided to pursue. **NOTE:** Resources include your library's staff, collection, financial resources, equipment, facilities, community good will, and comparable other items related to your training goals.

Are your library's resources adequate for putting the proposed training to use? If not, do you have the means and a realistic plan to provide the missing resources? If the answer to either of these questions is "yes," then continue as follows:

1. Decide what you want to accomplish and why.
   a. What need(s) will the training address?
   b. How or by what method(s) did you decide that the need(s) is valid?
   c. Determine and name the desired outcome(s) of the proposed training. **NOTE: Outcomes are changes in skills, knowledge, attitudes, behaviors, and life conditions. *Example of a good outcomes statement: "Library staff will demonstrate increased skills in effective telephone interactions with patrons and vendors."***
   d. Decide what results will meet your standards for having reached your desired outcome(s) from the proposed training e.g. amount of increase in knowledge or skills of staff: number and percent of staff who can demonstrate learned skills at end of training; improvement in reported customer satisfaction 6 weeks after training. ***Example: At the end of this training, 100% of the participants will demonstrate that they understand and can conduct an effective telephone interaction with a patron or vendor in at least three typical types of calls that staff receive on a typical day at work..***
   e. Decide how you are going to document and report whether and to what extent the training accomplished your desired outcome(s). (e.g. this may be accomplished through pre- and post- testing, skill demonstration, observation in work environment, etc.) ***Example: At the conclusion of the training, each participant will conduct simulated telephone conversations with a "patron" or "vendor" representing five typical calls staff handle during a typical day at work.***

2. Decide who the best trainer(s) would be for your project.

3. Confirm that the person(s) or firm has the credentials that meet your need.

4. Prepare a project budget.

5. Complete the application form and return on or before the deadline.

Are local matching funds required?

No local matching funds are required. However, local funds may be needed for certain costs ineligible for the grant.

For what will this grant pay?

Eligible expenses include, but are not limited to:

- Fees, honorarium, or stipend for the trainer(s).
- Fees for new curriculum development **(cannot exceed $750 for ½ to one day workshop, $1000 for 2 day workshop, or $2000 for a series of workshops covering related content).**
- Travel, including overnight expenses (lodging and food) for the trainer(s).
- Wages and related costs for substitute staff necessary for permanent staff to be able to attend the project activities.
- Costs to produce workshop materials and/or handouts.
- Copyright or other miscellaneous fees **(explain on budget page).**
- Lodging for **eligible** participants from libraries other than the host library. **(see next page)**

To be eligible for participant lodging:

- For a half day workshop starting by 8:00 AM, **or** a one day workshop for participants arriving from a distance of 120 miles or more
  - o **Allowed lodging** -- Overnight before workshop.
- For a two day workshop for participants arriving from a distance of 120 miles or more:
  - o **Allowed lodging** -- two nights.

NOTE: The host library budgets for anticipated lodging at a rate that must meet State guidelines, and is responsible for determining eligibility for lodging. The host library is also responsible for all payments to vendor(s) or to participants, if it chooses a reimbursement option. To find approved lodging rates within Missouri, go to: http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html

Ineligible expenses include, but are not limited to:

- Participant travel (mileage or other) and food.
- Hiring a member of the applicant's own library as trainer(s).
- Equipment purchases.
- Collection development acquisitions.
- Costs for meetings, such as room rental, refreshments and related supplies.

- Any costs/projects related to building, building planning and design, or any other major new construction.
- Training for planning a tax levy.
- Computer training normally provided by vendors as part of the installation process for hardware or software.

What special considerations apply to this grant?

- The number of workshop attendees for a hands-on workshop: 12 minimum.

- The number of workshop attendees for a non hands-on workshop: 15 minimum.

- The library has identified and can provide a concise description and/or outline of the content of the training course.

- Professional qualifications of proposed trainer(s). Applicants must provide convincing information about the qualifications of the professional they plan to hire, and include a resume or business equivalent that establishes the expert's credentials and experience in the field.

- The library's inability to pay for such professional services from local funds, based upon the per capita local tax base.

What is the review process?
- Eligible applications are reviewed and evaluated by State Library staff.
- Staff recommendations are submitted to the State Librarian.
- State Librarian submits recommendations to Secretary of State.
- Secretary of State makes final decision.
- No grant funds may be encumbered or expended until the library receives the final executed grant agreement signed by the library representative, the State Librarian, and the Executive Deputy Secretary of State.

What is the application deadline and how long is the grant period?
      Application Deadline: March 15, 2005 (postmarked or hand delivered)
      Project Grant Period: May 1, 2005 through August 31, 2005
      Application Deadline: July 1, 2005 (postmarked or hand delivered)
      Project Grant Period: September 1, 2005 through December 31, 2005
      Application Deadline: October 25, 2005 (postmarked or hand delivered)
      Project Grant Period: January 1, 2006 through June 30, 2006

What reports must grantees make?
A Final Financial and Final Narrative Report is required, which will include submission of project support materials designated in the Final Report instructions. Forms are provided.

Before you apply:
Is your library's cash flow adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:
    Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).

2. Disbursement of funds by grantee.
    Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How this grant will be paid:
    Grantees are paid 70% of the total grant amount upon completion of the final executed agreement.
      A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Mail completed applications to:

Kay Callison, LSTA Coordinator
Missouri State Library
600 West Main Street, P.O. Box 387
Jefferson City MO 65102-0387

For further information, contact:

Brenda Sites, Continuing Education Consultant
Missouri State Library, Library Development Division
Telephone: 573-522-1477 or (in Missouri) 800-325-0131, ext. 13.
E-mail: brenda.sites@sos.mo.gov

MISSOURI STATE LIBRARY
LSTA TRAINING AND PROFESSIONAL DEVELOPMENT GRANT PROGRAM
APPLICATION FORM
Winter/Spring 2005

PART I -- This sheet must be the first page of your application!

Please type:

Name of library: _____ Federal tax I.D. #_____

Address: _____

City: _____Zip: _____County: _____

Phone #_____Fax #_____

Library Director: _____

Project Director (contact person): _____

E-mail address (contact person): _____

LSTA Funds requested: $_____

Additional libraries participating in project: _____

Estimated Number of participants: _____

PART II:

In this space, please provide a description of the proposed training, including your desired outcome(s). i.e. We do what, for whom, for what purpose?

PART III: Answer the following questions, allowing up to one half typewritten page for each:

1. Describe the training you are proposing: what and how much. How were the training needs determined?

2. Who is the target audience and how will their needs be met by this training?

3. What are your library's resources for providing or utilizing the proposed training? If some are missing, what is your plan for obtaining them? **See guidelines.**

4. List the desired outcome(s) you wish to meet with this training. **NOTE: Outcomes are changes in skills, knowledge, attitudes, behaviors, and life conditions. See guidelines.**

5. What results will meet your standards for having reached your desired outcome(s) at the end of training (include long range results if you are planning to measure those e.g. 6 weeks after training). **See guidelines.**

6. How will you evaluate, or measure the results of the training to ascertain whether or to what extent your desired outcome(s) was accomplished?   In other words, how will you document and report the change in skill, knowledge, attitudes, behaviors or life condition of the participants? (e.g. this may be accomplished through pre- and post- testing, skill demonstration, observation in work environment, etc.) Prepare samples of your measurement tools and return with the application form.

7. Name, address, and phone number of person(s) or firm you wish to hire.

8. What teaching methods will be used and why are they the most appropriate?

9. How will this training be customized to meet your library's specific needs?

10. If requesting a series (2 or 3) of workshops, please specify the timeline for completion of the project from start to finish. Please be descriptive for each major activity on this timeline.

11. Summarize proposed trainer's credentials, and attach resume or business equivalent.

12. **PART IV: Prepare an itemized budget, following the Grant Program Guidelines for allowable expenses. Explain all items, as needed.**

PROJECT BUDGET & TRAINING DATA

TRAINING DATA:	
Total # to be Trained	
Length of Training (hours/day)	
Method of delivery	
BUDGET:	**EXPENSES:** **(Attach itemized statement for fees)**
A. TRAINING ACTIVITIES	
Trainer(s) Fees	
Fees for new curriculum development	
Training Materials and Supplies	
Instructor Travel expenses (maximum mileage rate $.345 per mile)	
Miscellaneous	
Subtotal of A.	$
B. SUBSTITUTE STAFF COSTS	
Itemize: (2 @ 8 hrs @ $10 per hr = $160)	
Subtotal of B.	$
C. REGISTRATION COSTS	
Printing & photocopying class flyers	
Postage	
Other	
Subtotal of C.	$
D. PARTICIPANT LODGING (*ITEMIZED*)	
Subtotal of D.	$
TOTAL of A., B., C., & D. above	$

PART V:

CERTIFICATION AND SIGNATURES;

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. The appropriate authorities of the applying library have authorized this application.

_____   _____
Type name of Library Director   Type name & title of Authorized Official

_____   _____
Signature, Library Director   Signature, Authorized Official
(use blue ink)   (use blue ink)

_____   _____
Date   Date

Mail one copy of this completed application form to:
Kay Callison, LSTA Grants Officer
Missouri State Library
600 West Main St.
P.O. Box 387
Jefferson City, MO 65102-0387

      Application Deadline: March 15, 2005 (postmarked or hand delivered)
      Application Deadline: July 1, 2005 (postmarked or hand delivered)
      Application Deadline: October 25, 2005 (postmarked or hand delivered)

YOU MUST USE THIS SHEET AS THE FINAL PAGE OF YOUR APPLICATION:

These grants are made available through funds from the
Library Services and Technology Act appropriated by Congress
and administered by the Institute of Museum and Library
Services and the Missouri Secretary of State.

INSTITUTE
of MUSEUM
and LIBRARY
SERVICES